2 SECURITY INCIDENT POLICY

PURPOSE

The purpose of this policy is to establish a standard for escalating, reporting and resolving information security incidents. Northern Oklahoma College will escalate potentially sensitive information security incidents and issues to the Director of Information Technology directly or by email or telephone.

SCOPE

This policy applies to all Northern Oklahoma College "Users". The term "users" apply to any person Northern Oklahoma College, third party contractors, temporaries, guests, licensees or invitees, as well as those who represent themselves as being connected – in one way or another – to Northern Oklahoma College who uses, possesses or has access to communications systems and equipment.

POLICY

Potentially sensitive incidents include, but are not limited to:

- Security breaches of Northern Oklahoma College systems, whether or not resulting in the loss of Northern Oklahoma College confidential information, intellectual property, or other highly sensitive information;
- Violations of the Northern Oklahoma College Professional Conduct and Code of Ethics;
- Violations of the Northern Oklahoma College Confidential Information Protection Policy and Practice;
- Significant instances of misuse or misappropriations of computer assets and systems;
- Thefts of Northern Oklahoma College computing assets;
- Sensitive security issues relating to, or involving, Northern Oklahoma College executives;
- Situations requiring forensic analysis/investigation of Northern Oklahoma College computing assets, and
- Any situation which may pose a serious threat to Northern Oklahoma College's IT business processes and potentially impact on Northern Oklahoma College's ability to continue operations or service its customers.

RESOLUTION

Department of Information Technology will confer on the referred matter as soon as possible to indentify the potential risks/exposure and potential responses. Northern Oklahoma College will engage Legal, Internal Audit, Human Resources and other internal resources, as appropriate, in determining the appropriate course of action.

INCIDENT REPORTING

Immediately report unauthorized disclosures or uses of confidential information, as well as other potential information security issues, to your manager, the Director of Information Security or you may call the Northern Oklahoma College Help Desk. The caller may report allegations without fear of retaliation and elect to remain anonymous.

ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.